



COD Processing Update

February 10, 2012

NEWS/UPDATES

- **TFA Information – Token Distribution and E-mails for Schools in Group 1 (02/09/12)**

In an earlier announcement, Federal Student Aid explained that it will begin a phased distribution of tokens and token information to schools. Working with Primary Destination Point Administrators (PDPAs) and Common Origination and Disbursement (COD) Security Administrators, Federal Student Aid will distribute the tokens to one group of schools at a time. Each group will be comprised of the schools located in a particular set of states.

For complete information on token distribution, refer to [the February 8, 2012 Electronic Announcement](#) posted on the IFAP Web site.

- **TFA Information – No Change to Log-in Process for COD Web Site Users Who DO NOT Have TFA Tokens (02/03/12)**

As explained in a [January 18, 2012 Electronic Announcement](#) on the Information for Financial Aid Professionals (IFAP) Web site, Federal Student Aid implemented changes to the COD Web site to support the use of Two Factor Authentication (TFA). All users who visit the COD Web site will see information and links about token registration and token maintenance on the COD Web site's home page and the log-in page.

As a reminder, any COD Web site user who has **not** received a token **will log in to the COD Web site as usual**. This means COD Web site users without a token should ignore the token registration and token maintenance links and simply click on the Log-In button and enter their COD User ID and password.

For complete information on COD Web site implementation of TFA, refer to the [January 18, 2012 Electronic Announcement](#) posted on the IFAP Web site.

CURRENT ISSUES

DIRECT LOANS

There are no Direct Loan specific issues to report at this time.

GRANTS

There are no Grant specific issues to report at this time.

REMINDERS

OUTAGE ALERT - Federal Student Aid Web Site Outages Scheduled for February 12, 2012 (02/09/12)

During the period of February 12, 2012, Federal Student Aid plans to execute extended Web site maintenance and operating system upgrades to several Federal Student Aid Web sites in addition to our routine maintenance that occurs each weekend.

In a [February 8, 2012 Electronic Announcement](#) posted on the Information for Financial Aid Professionals (IFAP) Web site, Federal Student Aid provides information about the Web sites that will be affected during the extended maintenance period. Please review the information in this announcement and evaluate the impact on your school or organization during the period when the affected Web sites will be unavailable.



Federal Student Aid appreciates your patience and understanding as we complete the required activities.

Washington's Birthday Federal Holiday (02/09/12)

Monday, February 20, 2012 is the Washington's Birthday Federal Holiday.

- The COD School Relations Center will be open.
- The COD System will accept and process data from schools and send back responses/acknowledgments on Monday, February 20, 2012, but schools will not be able to receive any Federal funds on that day. Requests for changes in funding levels and for funds will not be processed until Tuesday, February 21, 2012.

Complete information regarding processing and customer service hours for the COD System and other Federal Student Aid/Department of Education call centers on the holiday is posted in [a February 07, 2012 Electronic Announcement](#) on the IFAP Web site.

COD Computer-Based Training (02/10/12)

Federal Student Aid takes this opportunity to remind the community of the availability of the COD Computer-Based Training (CBT).

The COD CBT consists of component simulations and CBTs. The electronic files associated with each component, as well as information about downloading and navigating the COD CBT, are available on the Information for Financial Aid Professionals (IFAP) Web site. Under the "Tools for Schools" section on the home page, click on [COD Computer-Based Training](#).

Sending Addresses for U.S. Territories and Foreign Countries on the Common Record or the COD Web site (02/10/12)

When submitting student or borrower addresses or address changes to the Common Origination and

Disbursement (COD) System, it is important that the correct tags are used, particularly when the student or borrower address is located in a U.S. Territory or Foreign Country. If these addresses are not submitted correctly, important correspondence from the COD System and the federal loan servicers is delayed or not received.

- When a student or borrower address is located in a U.S. Territory it is considered a domestic address. Do not submit a Country Code.
- When a student or borrower address is located in a Foreign Country, it is treated as a foreign address.

See below for the correct procedures for submitting U.S. Territories and Foreign Country addresses via the Common Record batch submission or COD Web site.

Submitting Addresses for U.S. Territories and Foreign Countries via the Common Record

When creating or updating a person record via the Common Record batch submission, a school should send the address block with the following tags:

Schema Version	Included Tags for Domestic Address, including U.S. Territories	Excluded Tags for Domestic Address, including U.S. Territories	Included Tags for Foreign Addresses
3.0c or 3.0d	<AddressLine> <City> <StateProvinceCode> <PostalCode>	<StateProvince> <CountryCode>	<AddressLine> <City> <StateProvince> (Optional) <PostalCode> (Optional) <CountryCode>

Contact Information: If you have questions, contact the COD School Relations Center at 800/474-7268 for Grants or 800/848-0978 for Direct Loans. You may also e-mail CODSupport@acs-inc.com.



Submitting Addresses for U.S. Territories and Foreign Countries via the COD Web site

When creating or updating a person record on the COD Web site, a school should select the U.S. Territory from the dropdown box in the State/Province field. A school should select the Country field as “Blank”.

A complete list of State Codes (including U.S. Territories), Jurisdictions, and Country Codes are provided in Volume VI, Section 4 of the [2010-2011 COD Technical Reference](#). If you have questions about this information, contact the COD School Relations Center.